

## SINGAPORE ECONOMIC DEVELOPMENT BOARD

8 October 2021

Marine Shipyards

### **Implementation of Sea Crew Vaccination Initiative (SEAVAX) for Foreign Not-to-Land (NTL) Sea Crew at the Marine Shipyards**

As announced in the joint MPA-EDB-SFA-STB media release: COVID-19 vaccinations for eligible groups of foreign sea crew in Singapore on 30 August 2021, the Singapore Economic Development Board (EDB) will implement the Sea Crew Vaccination Initiative (SEAVAX) to allow eligible groups of non-resident foreign sea crew to be vaccinated on a voluntary basis. Vaccinating sea crew will provide an additional layer of protection for onshore workers who may interact with them.

2. Under the SEAVAX initiative supported by EDB, eligible groups of non-resident foreign sea crew are foreign Not-To-Land (NTL) sea crew with stays of more than 30 days at the shipyards and can fulfil the full Moderna vaccination regimen.

#### **Appointment of Medical Service Provider (MSP)**

3. Marine shipyards with eligible foreign NTL sea crew must appoint Medical Service Providers (MSPs)<sup>1</sup> to administer the vaccinations. The shipyards are required to inform EDB on their three appointed MSPs (one primary and two alternates) for record purposes. An email is to be sent to [cco@edb.gov.sg](mailto:cco@edb.gov.sg) with the following subject: "**[SEAVAX / MSP] – Name of Shipyard(Name of vessel)**".

4. The MSPs will sign a commercial agreement with the shipyard to provide inoculation services onboard the vessels at the shipyards. The vaccines are provided by the Singapore Government.

#### **Application to Conduct Vaccination**

5. The MSPs must inform the Ministry of Health (MOH's) Regulatory Compliance and Enforcement Division (RCE) (by emailing [elis@moh.gov.sg](mailto:elis@moh.gov.sg)) of their intent to provide the mobile COVID-19 vaccination services on board ships at the shipyards.

5. The MSPs must also submit the offsite vaccination application to MOH's RCE for their approval. This includes a general vaccination operation plan at the shipyard and the emergency evacuation plan from the shipyard to the nearest hospital.

6. The shipyards must submit the nominal roll (NR)<sup>2</sup> of eligible foreign NTL sea crew to EDB for approval before the vaccination operations commence. An email is to be sent to [cco@edb.gov.sg](mailto:cco@edb.gov.sg) with the following subject: "**[SEAVAX / NR] – Name of Shipyard(Name of vessel)**".

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<sup>1</sup> Refer to Annex A for the list of Medical Service Providers (MSPs)

<sup>2</sup> Refer to the Nominal Roll template

After the approval is obtained, the shipyard must submit both the NR and the MSP's Point-of-Contact (POC) details to the [COVID Vaccination Ops@moh.gov.sg](mailto:COVID_Vaccination_Ops@moh.gov.sg) and copy [cco@edb.gov.sg](mailto:cco@edb.gov.sg) for record purposes.

### **Concept of Operations**

7. The MSPs are only allowed to survey the vessel for suitable vaccination area after the foreign NTL sea crew are tested negative for Day 1 (D1) Polymerase Chain Reaction (PCR) swab test<sup>3</sup>.
8. The MSPs must liaise with MOH for the requisition of vaccines. Please refer to Annex B on the instructions for the requisition of vaccine and medical supplies.
9. The MSPs can only commence the vaccination operations once the foreign NTL sea crew are tested negative for the D3 PCR swab.
10. The MSPs are required to submit both the Daily Vaccination Site Reporting (via <https://go.gov.sg/dvsr>) and the Daily Vaccination Site Reporting Template<sup>4</sup> to MOH Vaccination Operations Centre (VOC) (by emailing [COVID Vaccination Ops@moh.gov.sg](mailto:COVID_Vaccination_Ops@moh.gov.sg)) once each SEAVAX vaccination operation is completed and copy [cco@edb.gov.sg](mailto:cco@edb.gov.sg) for record purposes. In the event of any vaccination operational matters, the MOH VOC will directly contact the MSPs for clarification.
11. The MSPs will return to the shipyards to administer the 2<sup>nd</sup> dose of Moderna vaccination to the foreign NTL sea crew 28 days from the date of 1<sup>st</sup> dose being administered. The MSP must thereafter submit the vaccinated reports<sup>5</sup> to MOH VOC as stated in Paragraph 10.
12. Please contact EDB Central COVID-19 Operations at [cco@edb.gov.sg](mailto:cco@edb.gov.sg), for any clarification with regards to this advisory.

MR KWANG KOON WAY  
VP, CENTRAL COVID OPERATIONS (CCO)

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<sup>3</sup> Upon arrival at shipyards, all foreign NTL crew will be tested Day 1 (D1), D3, D7 & D14 PCR Swab and D1 Sero tests by the approved Healthcare Institutions (HCI).

<sup>4</sup> Please refer to the Daily Vaccination Site Reporting Template (excel)

<sup>5</sup> Vaccinated reports refer to both Daily Vaccination Site Reporting (via <https://go.gov.sg/dvsr>) and the Daily Vaccination Site Reporting Template

## ANNEX A

	<b>Provider</b>	<b>Contact Person</b>
1	HPB MVT	Jessie TAN <Jessie_TAN@hpb.gov.sg>
2	SATA MVT	Durga Lakshmi D/O Thanabal <durga.lakshmi@sata.com.sg>
3	MinMed MVT	Sharmaine Chng <sharmaine@minmed.sg>
4	Healthway MVT	Chee Kai <tham.cheekai@healthwaymedical.com>
5	Fullerton MVT	Anna Seah <anna.seah@fullertonhealth.com>
6	Pancare MVT	Dr Goh <pancaremedical@hotmail.com>
7	Raffles Medical MVT	Jolene Koh Wei Lin <koh_jolene@rafflesmedical.com>
8	Parkway MVT	Tham Eileen <eileen.tham@parkwaypantai.com>
9	Edgedale	Dr Yan <drsyyan@gmail.com>
10	Speedoc Pte Ltd	Serene Cai <serene.cai@speedoc.com>
11	Jaga-Me	Julian <julian@jaga-me.com>
12	Acumed Medical Group	See Ying <leeseeying@acumed.com.sg>

Table 1: List of Approved Medical Service Providers (MSPs) that provides mobile vaccination  
MVT: Mobile Vaccination Team

## ANNEX B

### Work Instruction for Requisition of Vaccine and Medical Supplies For COVID-19 Vaccination – Medical Service Provider

#### COVID-19 Vaccine

#### Requisition of Vaccine

- 1 Fill up order form (see attached **Order Form for Moderna template**) with order requirement for number of vials of vaccine requested. The minimum order for vaccine is one vial. Vaccine will be provided free.
- 2 One vial of Moderna vaccine is equivalent to 10 doses, vaccine will expire 30 days or earlier upon receipt. Expiry date of vaccine at 2°C - 8°C will be labelled on the vial.
- 3 Vaccines delivered should not be returned or exchanged.

#### Information to be provided on order form

- 4 Name and delivery address of your clinic and branch; customer account number with Zuellig Pharma and contact details of person placing the order.
- 5 Current stockholding on-site on the day of order (in number of vials) is required in the form.
- 6 Number of vials requested for. Clinics are encouraged to top up supply to meet the expected number of vaccinations to be done in the next **3 to 5** days inclusive of the day of order.

#### How to submit the order

- 7 Completed form is to be emailed to Zuellig Pharma at [SGZPSCSOrdersMailbox@zuelligpharma.com](mailto:SGZPSCSOrdersMailbox@zuelligpharma.com) and copy to MOH at [MOH\\_SRMD\\_Supply@moh.gov.sg](mailto:MOH_SRMD_Supply@moh.gov.sg)
- 8 To indicate email subject as " MOH Covid-19 Order (Moderna)" followed by the name of your clinic and branch and delivery date. Eg: MOH Covid-19 Order (Moderna) - [indicate Clinic Name] – deliver on <indicate date>
- 9 Do not send Electronic Order (EDI), Fax Order or Call Order. ALL vaccine order request is **strictly via this Request form**.

#### Order Cut off time and expected delivery

- 10 Order to be submitted before 10am daily (D1) will be delivered on the next **work day (D2)**.
- 11 Order submitted after 10am (D1) will be processed as the next work day's order (D2) and will be delivered **the following work day (D3)**
- 12 Order placed on Friday will be delivered on the following Monday or next work day if Monday is a public holiday.
- 13 Order placed on eve of public holiday will be delivered on the following **work day**.

### **Urgent top up**

- 14 Urgent top up will be managed on a case-by-case basis as an exception, subject to MOH approval. Urgent order to be submitted before 10am (D1) for **delivery on the same day afternoon onwards (D1)**.
- 15 To indicate email subject as " MOH Covid-19 Order (Moderna) -Urgent top up, deliver on ddmmyy" followed by the name of your clinic and branch. Eg: MOH Covid-19 Order (Moderna) -Urgent top up, deliver on ddmmyy - [indicate Clinic Name].

### **Medical Supplies for Vaccination**

- 16 The medical service provider may procure the medical supplies for vaccination from their usual sources of supply.
- 17 If required, needles and syringes are available for order from MOH via STL. A cap of 2 weeks supply based on projected number of vaccinations or daily throughput at steady state will be imposed. You may contact Ho Cheng Sun (MOH) [Ho\\_Cheng\\_Sun@moh.gov.sg](mailto:Ho_Cheng_Sun@moh.gov.sg) or Yap Fen Yin (MOH) [YAP\\_Fen\\_Yin@moh.gov.sg](mailto:YAP_Fen_Yin@moh.gov.sg) who will work with you on the order.
- 18 For the list of other medical supplies as shown in the table below, you may contact ALPS, William Ong (ALPS) at [william.ong.h.h@alpshealthcare.com.sg](mailto:william.ong.h.h@alpshealthcare.com.sg) for order.
- 19 Goods sold are non-returnable. Please order only what you need.

**Table of medical supplies**

<b>Vaccination Supplies</b>		<b>Request supply from</b>	
<b><u>Syringes and needles –</u></b>	Needles 23G, 1"	For vaccination	MOH
	Needles 25G, 1"		
	Syringe 1ml		
<b><u>Other consumables-</u></b>	Alcohol swabs, 100's	For vaccination	ALPS
	Sharp Collectors 7.6L		
	Plaster 72x19mm		
	Hand rub, 500ml		
	Alcohol wipes		
	Protective sheet		
Kidney dish			

- 20 Collaterals for 2 weeks requirements will be provided prior to the commencement of the vaccination operations. Subsequent resupply will be provided on bi-weekly basis. Please submit resupply request to Ho Cheng Sun (MOH) [Ho\\_Cheng\\_Sun@moh.gov.sg](mailto:Ho_Cheng_Sun@moh.gov.sg) via email. It will be delivered within 2-3 working days.

**Table of collaterals**

<b>Code</b>	<b>Description</b>	<b>Qty needed (ea)</b>
COV000011	COV19 MODERNA VACC FORM (ENG/CHINESE) - (PAC OF 500 EA)	
COV000012	COV19 MODERNA VACC FORM (ENG/MALAY) - (PAC OF 500 EA)	
COV000013	COV19 MODERNA VACC FORM (ENG/TAMIL) - (PAC OF 500 EA)	
COV000014	COV19 MODERNA VACC INFO BOOKLET(4 LANGUAGES) - (PAC OF 100 EA)	
COV000009	COV19 VACCINATION CARD - (PAC OF 1000 EA)	

Prepared by Strategic Resource Management Division, Ministry of Health

## ANNEX C

### Incident Reporting

- I. For MSPs providing the COVID-19 vaccination, all suspected Serious Adverse Events (SAE) and Adverse Events of Special Interest (AESI) which are associated with COVID-19 vaccines should be reported by the Medical Professional **as an incident to MOH VOC**, specified in paragraph 22, and subsequently via the Electronic Medical Records (EMR) of PHIs or HSA's AE reporting e-service.
- II. Fatal/life-threatening SAEs and AESIs that happen **within the first 30 minutes of observation, post-vaccination** should be reported to Health Science Authority (HSA) within 3 hours, while non-fatal/life-threatening SAEs and AESIs should be reported within 48 hours.
- III. Fatal/life-threatening SAEs and AESIs that happen **outside of the 30 minutes observation, post-vaccination** should be reported to HSA within 24 hours, while non-fatal/life-threatening SAEs and AESIs should be reported within 48 hours. The Medical Professional should update NTL sea crew's records accordingly. The MSP POC must provide his/her contact information in the report to MOH and HSA if clarifications or follow-up are required. The Overview of Adverse Event Reporting workflow and definitions of SAE/AESI are listed below.

### Overview of Adverse Event Reporting Workflow

#### Suspected SAEs/AESIs/Incident Reporting Table

Location of Situation	Situation	Severity	Report to who and by when
Within 30mins, at Vaccination Site	Suspected SAE/AESIs*	Fatal / Life-threatening	HSA (within 3hrs) VOC (within 3hrs)
		Non-life-threatening	HSA (within 48hrs) VOC (within 3hrs)
	AEs	-	No need to report
	Incidents	Fatal / Life-threatening	VOC (within 3hrs)
Non-life-threatening		VOC (within 3hrs)	

Location of Situation	Situation	Severity	Report to who and by when
Beyond 30mins, outside of Vaccination Site	Suspected SAE/AESIs*	Fatal / Life-threatening	HSA (within 24hrs) VOC (within 3hrs)
		Non-life-threatening	HSA (within 48hrs) VOC (within 3hrs)
	AEs	-	No need to report
	Incidents	Fatal / Life-threatening	VOC (within 3hrs)
Non-life-threatening		VOC (within 3hrs)	

\*Please note that **all suspected SAEs/AESIs should be reported as an incident to MOH VOC**

## Definitions of SAE/AESI

### Definition of serious adverse events (SAEs)

#### *SAEs are defined as:*

- Death;
- A life-threatening AE;
- Inpatient hospitalisation or prolongation of existing hospitalisation;
- A persistent or significant incapacity or substantial disruption of the ability to conduct normal life functions;
- A congenital anomaly/birth defect;
- An important medical event that based on appropriate medical judgement may jeopardise the individual and may require medical or surgical intervention to prevent one of the outcomes listed above.

### Adverse Events of Special Interest (AESIs)

An adverse event of special interest (AESI) is one of scientific and medical concern specific to a vaccine product or vaccination programme, for which ongoing monitoring and rapid communication to HSA is warranted. Such an event might require further investigation in order to characterise and understand it. Whilst there are no signals of safety concerns based on the available data, the following is the list of serious adverse events of interest (AESIs) that have been associated historically with the use of vaccines:

- Anaphylaxis
- Bell's palsy
- Convulsion
- Demyelinating disorders such as acute disseminated encephalomyelitis (ADEM) and myelitis
- Encephalitis
- Guillain-Barré syndrome
- Thrombocytopenia
- Vasculitis
- Vaccination failure

This list may be updated as more information is obtained about the safety profile of COVID-19 vaccines from HSA's surveillance activities and as part of safety follow-up in clinical trials. Healthcare professionals may refer to the HSA website for updates on the latest list of AESIs.



- IV. All MSPs and shipyards that provide COVID-19 vaccinations are additionally required to report any incidents<sup>6</sup> which may affect or disrupt the smooth running of vaccination operations to MOH VOC at 91157048 / 91553887, and a written report via FormSG (<https://go.gov.sg/covid-vaccine-incident-reporting>) as soon as possible within 3 hours of the incident.
- V. In addition to Incident Reporting, for incidents which are more serious/severe and warrant for an intervention or further treatment, an **Investigation Report** shall be developed and submitted by MSP (and copy [cco@edb.gov.sg](mailto:cco@edb.gov.sg)) to address root causes of incident and recommended follow up actions shall be developed to prevent reoccurrence of incident. The requirement to submit an Investigation Report by the MSP will be informed by MOH Vaccination Operation Task Group (VOTG). The Investigation Report shall be submitted as soon as possible, and **no longer than 48 hours from occurrence of incident**.

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<sup>6</sup> Examples include (1) Vaccine administration errors, such as wrong doses, use of expired vaccines. (2) Medical emergencies following vaccination, which may or may not be related to the vaccine (e.g. suspected SAEs/AESIs, syncope, cardiac arrest). (3) Supply chain problems, such as late or wrong supply shipments, power outage leading to vaccines being stored in improper temperatures. (4) IT issues, such as system downtime, suspected cyber-attacks, or data breaches. (5) Service delivery issues, such as recording or broadcasting of vaccination operations on social media without consent, long queues forming due to individuals appearing without prior appointments or protests against vaccinations.