

# Rapid Antigen Screening Instructions for Ontario Locations

## Purpose

Ensuring the health and safety of employees and the people who use our services is always a priority, especially during a pandemic. Rapid Antigen screening can further help all Christian Horizons employment locations (direct support locations and offices) to detect asymptomatic cases of COVID-19 in employees, visitors and anyone within the home/workplace.

Timely identification of COVID-19 cases is essential in our continued Infection Prevention and Control (IPAC) response to the pandemic. Following IPAC measures and opting in to using Rapid Antigen screening will be beneficial in ensuring everyone's safety.

Pilot programs completed by Ontario Health have shown a positivity rate of 0.25% or 2.5 per 1,000 completed tests. On average if 100,000 tests were completed, 250 tests would be expected to come back positive. Of those 250 positive tests, 1% (2-3) would be expected to come back as false positives after confirmatory polymerase chain reaction (PCR) testing.

## Introduction

1. Christian Horizons will follow the recommendations of Ontario Public Health, Saskatchewan Health Authority, MCCSS in Ontario and MSS in Saskatchewan, and other applicable legislative authorities with regards to screening employees, contracted workers, visitors, and people who use our services.
2. Employees will receive training on how to use the screening device and complete a test appropriately prior to participating in Rapid Antigen screening.
3. There are two parts to screening – undergoing a test by swabbing one's own nose and secondly observing a peer as they self-swab. Training to complete a self-swab, observe someone else self-swab, and interpret the results will be provided through the LMS. All Direct Support Professionals and Program Managers will be required to complete the training in the LMS. For office locations the most appropriate employees to undergo the training may vary. If you would like help determining who should complete the training please email [covid-19@christian-horizons.org](mailto:covid-19@christian-horizons.org).
4. **Employee screening in Ontario is a MCCSS mandated requirement for all employees.**
5. On-site testing will be made available for direct support locations in Ontario and Saskatchewan. Screening will also be made available at office location within Ontario. Where feasible, if locations are within proximity, screening can be completed at one of the locations so long as proper IPAC practices are implemented (physical distancing, Personal Protective Equipment use).
6. Requirements related to intervals of screening will be as per Ontario Public Health or the Saskatchewan Health Authority.
  - **Requirements are for Ontario employees to complete Rapid Antigen Screening at a minimum three times per 7days. The frequency can be increased based on community spread.**
7. The non-regulated health care professional (direct support professional, program manager, and office worker etc.) observing Rapid Antigen screening is responsible for ensuring the swab is done correctly and all steps for completing the test are done and reported.
8. **Employees can self-swab when completing the Rapid Antigen test.**
9. Any invalid (indeterminate) Rapid Antigen tests should be repeated as soon as possible on the same day.

## Rapid Antigen Screening Instructions for Ontario Locations

10. Rapid Antigen tests that result in a positive will require the employee to report the positive test result to their manager and leave the workplace. A follow up PCR test is to be completed wherever PCR tests are done in your local community.
11. **Christian Horizons will be responsible for collecting statistical information on the number of Rapid Antigen tests completed and the results. This information will be reported to the appropriate ministries. Personal identification information will not be reported externally.**
12. Pregnancy is not a contraindication for conducting Rapid Antigen screening.
13. **Rapid Antigen screening should not be conducted for employees who have tested positive for COVID-19 in the previous 90 days. This is due to persistent viral shedding after having a COVID-19 infection.**
14. If an outbreak is declared at a Christian Horizons work location that has implemented Rapid Antigen screening, the screening should be paused unless instructed otherwise by public health.

### Test Environment

1. Test kits are to be maintained at room temperature 15-30 degrees Celsius.
2. Tests should not be exposed to direct sunlight that will cause the temperature of the tests to be elevated.
3. Outside of the two employees who are present when conducting the Rapid Antigen screening, accommodate for privacy for swabbing and privacy for reading and recording results.
4. Allow for physical distancing.
5. A surface large enough for test processing (e.g., Folding table) with an easy to clean surface is to be made available for Rapid Antigen test kits.
6. Avoid slippery or absorbent surfaces (e.g., Carpeted floors, upholstered furniture).
7. Avoid fans and stand-alone air conditioners in near proximity of the test kits or blowing onto the test kits.
8. Biohazard disposal must be available and utilized for used swabs.
9. Garbage bin to be made available for all non-biohazard waste (do not put non-biohazard waste in the biohazard bins).
10. PPE including gloves, mask, eye protection and gowns should be available for the individual observing the test.
  - Gowns only need to be worn if the employee observing the test is completing the swab. Otherwise follow appropriate physical distancing and other IPAC practices.

### Training

All direct support professionals and managers are to complete the training to observe the completion of a Rapid Antigen test. Employees who work in office locations will need to be assessed on a case-by-case basis for who is the most appropriate for completing the training. All Direct Support Professionals and Program Managers/ Team Leads are to become trained with observing a test to ensure accessibility to the Rapid Antigen screening. Training is available through our Christian Horizons LMS.

### Overview of the Abbott Panbio COVID-19 Rapid Test Device

## Rapid Antigen Screening Instructions for Ontario Locations

### Key Points

- The Abbott Panbio is a portable analyzer.
- After a swab is taken, it is swirled in a tube with a buffer fluid for 15 seconds.
- Drops from the tube are placed on a test device cartridge.
- After 15 minutes, the cartridge can be read for results.
- The screen on the cartridge will display lines to indicate the results.



### Abbott Panbio Training Video

Training is available through Christian Horizons LMS. The following is covered in the training:

- How to complete a test.
- How to self-swab.
- How to complete control tests.
- As our sites will perform less than 25 tests/day, conduct control swabs each time a new kit box is opened or at least weekly, whichever is more frequent.
- Control swabs are available in each new box of tests (25 tests per box).

### **Procedure for Completing a Rapid Antigen Test**

1. Employees and visitors to a location with Rapid Antigen screening must pass our Christian Horizons active screening before completing a test.
2. Rapid Antigen screening is only available and recommended for people with no symptoms of COVID-19 and who have not been diagnosed with COVID-19 in the previous 3 months.
3. **Rapid Antigen screening is an MCCSS mandated requirement for employees in Ontario.**
4. It is required that employees complete a minimum of 1 test every other day.
5. When an employee completes a Rapid Antigen test, they can either have an employee complete the nasal swab for them or self-swab (see videos under training for more detail on how to complete the nasal swab). Self-swabbing is the recommended method.
6. The employee observing the screening ensures that the swab is done correctly and completes the pre and post swab steps as outlined in the Panbio training video.
7. If an employee is only observing the test, they will wear appropriate PPE. Mask, Eye Protection, and Gloves when handling any samples. If an employee is completing the test on another person (i.e., Performing the nasal swab on someone else) they will also need to wear a gown.
8. The employee observing/completing the test will ensure that the name and date of birth of the employee taking the test are clearly labeled on the extraction tube and test device cartridge. This is to avoid errors. Given the small size of direct support locations a separate method for identifying which test belongs to which employee may be considered on a program-by-program level and within office locations.

## Rapid Antigen Screening Instructions for Ontario Locations

9. If the employee is conducting the test and not only observing, they will change gloves between each test and any additional PPE that becomes visibly soiled.
10. The screening result takes 15 minutes to be completed, during that time the employee is cleared to begin their work responsibilities.
11. **If the screening result is positive (typical results available within 15 minutes), the employee will leave work and must complete a confirmatory PCR test at a community testing location to confirm a COVID-19 result.**
  - **A positive Rapid Antigen test does not mean the location is in outbreak.**
12. If the PCR test comes back negative the employee will receive Injury at Work pay for the time off being tested and awaiting the result. In Saskatchewan this will be paid as regular pay as the Workers Compensation Board does not cover it as a workplace injury/illness.
13. If the screening result is invalid (indeterminate), Rapid Antigen screening should be repeated as soon as possible.
14. The employee completing the screening will be responsible for recording the results of their test in the appropriate HR system. Employees will include what the test result was and who the witness was for the testing.

### Handling Biohazardous Waste

All screening materials (swab, test tube and test device cartridge), once used, are considered biohazardous waste. Extreme caution must be used when handling and disposing of these items as they may contain live virus.

The following screening material are to be disposed of in the biohazard container:

- Swab
- Extraction tube
- Test device cartridge
- Visibly soiled gloves that came in direct contact with biohazardous material (ex. Cleaning a spill)

### Cleaning Spills

- Clean up any spillage from swabs, extraction tubes or test device cartridges with disinfectant. Discard paper towels or wipes into biohazardous waste.
- If a spill occurred on the laptop, use an alcohol swab to clean the spill. Discard alcohol swab into biohazardous waste.
- Wear mask, eye protection, gown, and gloves when cleaning spills. Discard gloves after use and any contaminated PPE in biohazardous waste.