

# Rapid Antigen Test Instructions for Ontario Locations

## Purpose

Ensuring the health and safety of employees and the people who use our services is always a priority. Rapid Antigen tests can further help all Christian Horizons employment locations (direct support locations and offices) to detect 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.

On April 14<sup>th</sup> 2023, mandated screening practices ended however, rapid tests remain available through the remainder of 2023 for use by employees and the people we support.

## 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. Employees wishing to complete a rapid test due to symptom development will be provided with the appropriate supplies to complete the test at home. The employee will then inform their direct supervisor of the results and consult the return-to-work guidance for next steps.
4. On-site testing will be made available for the people we support, either through self-administered swabbing or assisted by a direct support professional.
5. Requirements related to intervals of screening will be as per Ontario Public Health or the Saskatchewan Health Authority.
  - a. As of April 14<sup>th</sup> 2023 RANT screening on a regular basis ended.
6. 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.
7. **Employees can self-swab when completing the Rapid Antigen test.**
8. Any invalid (indeterminate) Rapid Antigen tests should be repeated as soon as possible on the same day.
9. 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. If PCR tests are unavailable treat the Rapid test result as accurate and follow the return to work guidance.
10. **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.**
  - a. **As of April 14<sup>th</sup> 2023 this is no longer a requirement.**
11. Pregnancy is not a contraindication for conducting Rapid Antigen screening.

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12. **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.**
13. 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/Storage

1. Tests are to be completed in the home only for the people we support. Employees can be provided with test kits when needed to complete a rapid test at home.
2. Test kits are to be maintained at room temperature 15-30 degrees Celsius.
3. Tests should not be exposed to direct sunlight that will cause the temperature of the tests to be elevated.
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. Garbage bin to be made available for all waste.
9. 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.

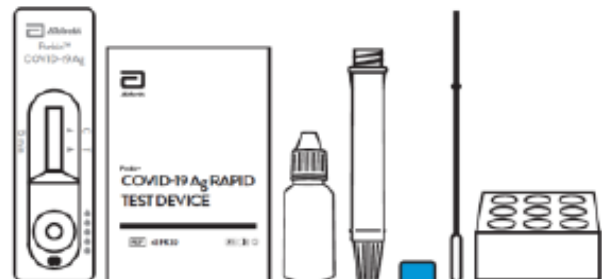
### Training

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

#### 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.



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- 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 who wish to complete rapid tests are to be provided with Rapid Test Kits to complete at home. It is recommended to test only when an employee fails screening. The employee will report their results to their direct supervisor.
2. Rapid Antigen screening is only available in support homes for the people we support.
3. 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.
4. 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.
5. 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.
6. 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.
7. **If the screening result is positive (typical results available within 15 minutes), for a person supported inform the program manager and follow the guidance for people supported with a positive case of COVID-19**
  - **A positive Rapid Antigen test does not mean the location is in outbreak.**
8. If the screening result is invalid (indeterminate), Rapid Antigen screening should be repeated as soon as possible.
9. The employee completing the screening will be responsible for recording the results of their test in the appropriate HR system.

### 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

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virus. An exemption has been made for Rapid Antigen tests and all components of testing to be disposed of as general waste. More information and the guidance can be found [here](#).

The following screening material are to be disposed of in regular garbage:

- 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.