

ST. LEONARD'S PLACE PEEL



Policy & Procedure

Policy/Procedure Name	Antigen Testing Policy HR13
Policy/Procedure Number:	HR-13
Category (ies):	Human Resources (HR)
Subject (s)	COVID-19, Employee testing
Approved By:	Leslie Barnes, CEO
Effective Date:	2021-11-29
Review Date(s):	2022-02-28

Policy

Any employee, student or volunteer of St. Leonard's Place Peel (hereafter "SLPP") who does not meet the Ministry of Health's definition of "Fully Vaccinated" must complete regular self antigen testing and provide the completed Antigen Testing form to the HR department. Kits will be provided to all staff and for those testing on site, a clean space to facilitate the testing will be provided.

It is SLPP's intent that the policy be administered and interpreted in compliance with all provincial and federally applicable laws and legislation. In the event any provision of this policy is in conflict with applicable laws and legislation, those laws and legislation will supersede that provision of this policy.

The Policy outlines the procedures and responsibilities for testing and reporting.

Purpose

The Purpose of this policy (the "Policy") is to ensure that all employees, volunteers and student placements of (SLPP) have access to COVID-19 Rapid Antigen Test kits. Staff that are not fully vaccinated are required to comply with the Antigen testing as outlined.

Rapid antigen tests should only be used for screening purposes in individuals who do not have symptoms of COVID-19. Individuals who have previously been diagnosed with COVID-19 can resume screening testing after 90 days from their COVID-19 infection, based on the on date of their first positive result.

Rapid antigen tests should not be used for:

- Individuals who have symptoms of COVID-19.
- Individuals who have had known close contact with a person who has COVID-19.
- Workplaces that have a COVID-19 outbreak, unless directed by public health.

Anyone who has symptoms of COVID-19 or had close contact with a person who has or may have COVID-19 should not undergo rapid antigen testing. They should get tested at an assessment centre or community testing location with the standard laboratory-based PCR test. Learn more about what to do if you have symptoms or have been exposed to someone with COVID-19.

Rapid antigen tests can be used to enhance routine screening measures, but do not replace public health measures, such as vaccination, symptom screening, physical distancing, use of personal protective equipment, and hand hygiene.

Testing Schedule

Managers will provide an Abbott Panbio COVID-Ag Test Kit to all Full- and Part-time staff who are **not fully vaccinated** to complete at home prior to the start of the first and last shift of their usual weekly rotation. Casual staff will be provided with a test, and space to administer on site, a maximum of twice weekly when scheduled 3 or more times per week.

Full time and part time staff are:

- To take the test twice (2) per week if they are working three or more days in a week
- To take the test once (1) per week if they are working less than three shifts per week
- Record the results on the Antigen Testing form and scan to rapidantigen@slpp.ca or place in HR box located at the front desk of each house.

Site Requirements

Each site will have the following setup for relief staff and Visitors/Contractors to use the Abbott Panbio™ COVID-19 Ag Rapid Test device. Ensure PPE is worn.

Training

Training for the Abbott Panbio device will be completed internally as per provincial guidelines.

Training Resources include:

1. Abbott Panbio COVID-Ag Test Training Video:
<https://www.youtube.com/watch?v=XP3aqwO5rJo>
2. Document: Ontario Health PASP COVID-19 Self Testing (August 23, 2021)
3. Rapid-testing-workplace-employees-infographic
4. Employee Antigen Testing Form template

SLPP Responsibility

- Provide space for casual staff to complete the test and process for how to safely dispose of test strips.

- Ensure equipment functionality.
- Manage SLPP's process for collecting data, follow up and reporting.
- Record all results on the province's portal.
- Ensure all PPE is available to staff.

Staff Responsibility Administer Abbott Panbio™ COVID-19 Ag Rapid Test only if:

- no symptoms of COVID-19 are being experienced
- no contact has been made with someone who has COVID-19
- There are no suspected or confirmed outbreaks of COVID-19 at SLPP or other place of employment

PROCEDURE

Testing

- Find a clean area to do the test.
 - The testing area must be free of any clutter, food, or drink.
 - The surface of your test area should be flat and easy to clean if you spill something.
 - Avoid slippery or absorbent surfaces like carpets or fabrics on furniture near your test area.
- Open package and refer to testing procedures
- While you are doing the test, do not:
 - Eat or drink
 - Smoke or vape
 - Put in contact lenses
 - Put on make-up
 - Touch your eyes or mouth in any way
- Although the small amount of liquid used for the test is not likely to cause harm, observe the following precautions and safety measures:
 - Try not to splash the liquid while doing the test. If you spill liquid, clean it up well with a disinfectant.
 - If the liquid touches your skin, wash your skin with plenty of water for at least 15 minutes.
 - If the liquid touches your eyes, immediately flush your eyes with plenty of water for at least 15 minutes. Contact your health care provider or the Ontario Poison Centre (1-800-268-9017, or 416-813-5900) for assistance.
 - If you swallow the liquid by mistake, immediately rinse your mouth with water. Contact your health provider or the Ontario Poison Centre for assistance.
 - Follow instructions below on how to read test results
- Double bag the test and dispose of in garbage.

If results are positive:

- Contact direct supervisor or On Call Manager to inform that you will not be in for your shift, if after administrative business hours.
- Please attend an approved test centre wearing appropriate PPE.
- Self isolate while awaiting the follow-up test result.
- SLPP Management will be in contact with Peel Public Health to provide information on contact tracing.
- Staff to self isolate at home and can access financial support through government, if available. SLPP will not pay for the time off to self isolate unless an employee has the time available.

If results are negative:

- Staff to report to work as scheduled/remain onsite to complete shift.
- Continue practising measures such as masking, hand hygiene and physical distancing.

Reporting

1. Staff must complete all the information on Abott Panbio™ COVID-19 Ag Rapid Test form known as the Employee Antigen Testing Form
2. Staff must scan the completed testing form to rapidantigen@slpp.ca or leave the Employee Antigen Testing Form in the locked HR mailbox, located at the front desk of RRH and RJB
3. Every Thursday, HR or designate collects the information from the 2 locked boxes and provides the numbers to Director of Finance who will upload data to the Ministry of Health/Long- Term Care (MOHLTC) Health Data Collection Service(HDCS).portal for reporting purposes.

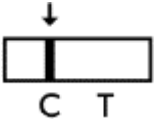
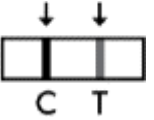
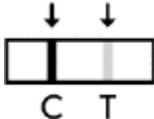
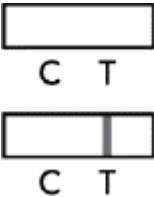
Visitors/Contractors/Volunteers

- SLPP Management and staff will do their due diligence to ensure that all Visitors/Contractors/Volunteers are aware of the SLPP Antigen Testing Policy and ideally this will be done in advance of the individual showing up on site.
- All Visitors/Contractors/Volunteers need to show proof of double vaccination and sign off that it was shown on the visitor log at front desk.
- If Visitors/Contractors/Volunteers are not fully vaccinated, they will need to complete the Abbot Panbio COVID-19 Ag Rapid Test testing on site before any work is completed.
- The Abbot Parbio COVID-19 Ag Rapid Test will be provided and they will be directed to a clean space to administer the test and record results.
- Training and resources will be provided to ensure the test is done correctly.
- All results are to be placed in the HR locked box at the front of each desk.
- If results are positive, the individual needs to leave SLPP and report the results to Peel Public Health.

Questions or concerns regarding the procedures outlined below are to be directed to the COVID Response team, Direct Manager or Supervisor or CEO.

Figure 1: How to read an Abbott Antigen Test result:

How to read Abbott Antigen Test result

If:	Then:
<p>Only the control line (C) is present.</p> 	<p>The result is negative.</p> <p>If you only see the control line (C) and no test line (T) in the result window, then the test is negative.</p>
<p>The control line (C) and the test line (T) are present.</p> 	<p>The result is positive.</p> <p>If you see the control line (C) and the test line (T) in the result window, then the test is positive. It does not matter which line appeared first.</p>
<p>The control line (C) is clearly present but the test line (T) is faint.</p> 	<p>The result is positive.</p> <p>If you can see any test line (T), no matter how faint, the result is positive.</p>
<p>The control line (C) is NOT present.</p> 	<p>The test has not worked properly.</p> <p>If you cannot see the control line (C) within the result window after doing the test, the result is not valid.</p> <p>Read the test instructions and repeat the test using another swab and test cartridge. You will need to swab your nose again according to the instructions.</p>

Exceptions

General

Any exceptions to this policy must be reviewed and approved by the CEO and/or Senior Management.